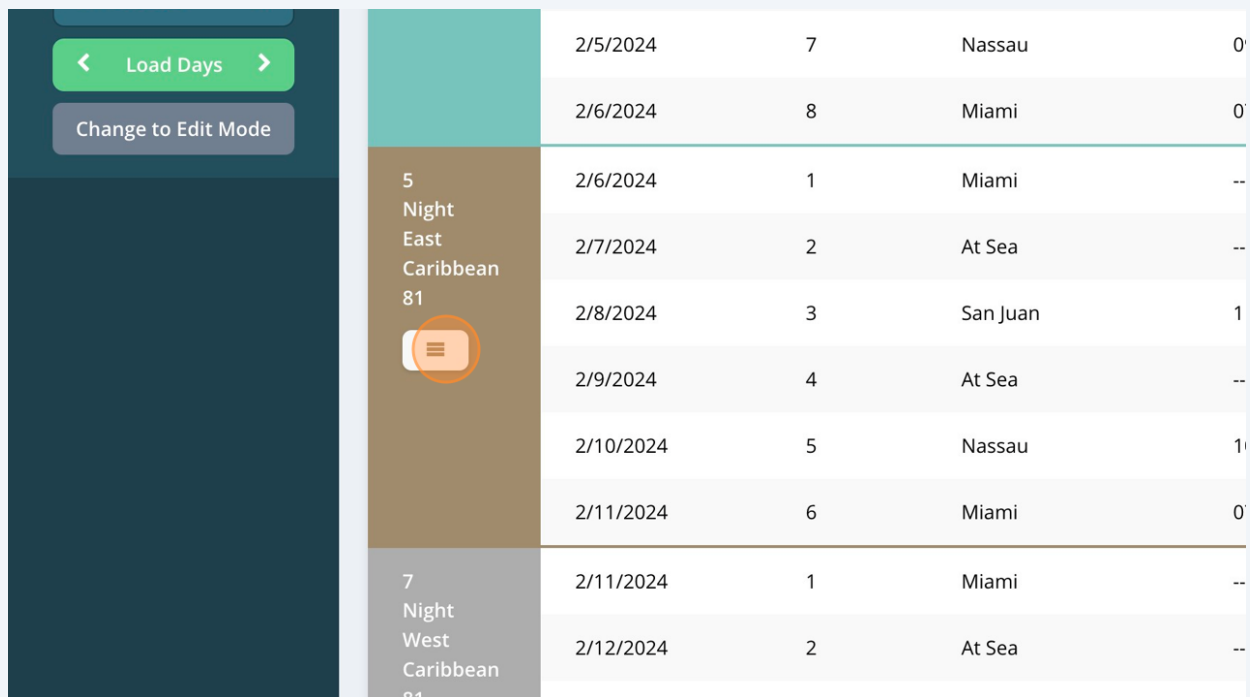


GO by Spark - How to assign multiple templates for a sailing at once?

A template provides the ability to copy a specific Daily Program that could include Print Program, Venue Hours, and Events in order to strategically assign it to future dates.

- 1 Navigate to your GO Software URL and open the Itinerary Page

- 2 Click this button.



	2/5/2024	7	Nassau	0
	2/6/2024	8	Miami	0
5 Night East Caribbean 81	2/6/2024	1	Miami	--
	2/7/2024	2	At Sea	--
	2/8/2024	3	San Juan	1
	2/9/2024	4	At Sea	--
	2/10/2024	5	Nassau	1
7 Night West Caribbean 81	2/11/2024	6	Miami	0
	2/11/2024	1	Miami	--
	2/12/2024	2	At Sea	--

3 Click "Template Summary" to view all templates that are assigned to the sailing.

The screenshot shows a sidebar on the left with a 'Load Days' button and a 'Change to Edit Mode' button. The main area displays a list of sailings. A menu is open over the '5 Night East Caribbean 81' sailing, with 'Template Summary' highlighted. The menu also includes 'Export Sailing'.

Sailing	Date	Day	Location	Duration
5 Night East Caribbean 81	2/6/2024	8	Miami	0
	2/6/2024	1	Miami	--
	2/7/2024	2	At Sea	--
	2/8/2024	3	San Juan	1
	2/9/2024	4	At Sea	--
7 Night West Caribbean 81	2/10/2024	5	Nassau	1
	2/11/2024	6	Miami	0
	2/11/2024	1	Miami	--
	2/12/2024	2	At Sea	--
	2/13/2024	3	Ocho Ríos	0

4 In this example, no templates have been assigned to the sailing. Click "Bulk Link Template Fragments" to assign templates to the sailing.

The screenshot shows the 'Template Summary' modal for the sailing '5 Night East Caribbean 81'. The modal displays a table with columns: DAY, EVENTS, VENUE DATA, and PRINT PROGRAM. All events are marked as 'Not linked'. A 'Bulk Link Template Fragments' button is highlighted at the bottom. A note states: '*Bulk operation may take a long time (up to a minute)'.

DAY	EVENTS	VENUE DATA	PRINT PROGRAM
1	Not linked	Not linked	Not linked
2	Not linked	Not linked	Not linked
3	Not linked	Not linked	Not linked
4	Not linked	Not linked	Not linked
5	Not linked	Not linked	Not linked
6	Not linked	Not linked	Not linked

5

All templates available from the template library will populate. Please use the "Search" functionality or the filters to find the templates you would like to assign to the sailing.

The screenshot displays a sailing management interface. On the left, the 'Itinerary' tab is active, showing a list of sailings. On the right, the 'Templates' tab is active, showing a list of templates. An orange circle highlights the checkbox for the 'Sea Day Caribbean Template' in the templates list.

SAILING	DATE	DAY	LOCATION
	2/4/2024	6	At Sea
	2/5/2024	7	Nassau
	2/6/2024	8	Miami
5 Night East Caribbean 81	2/6/2024	1	Miami
	2/7/2024	2	At Sea
	2/8/2024	3	San Juan
	2/9/2024	4	At Sea
	2/10/2024	5	Nassau
	2/11/2024	6	Miami
7 Night West Caribbean 81	2/11/2024	1	Miami
	2/12/2024	2	At Sea

NAME	TYPE	STATS
Day 1 7 Night W.Caribbean	PORT	E: 0 VD
New Dec. - Test	PORT	E: 34 V
NEW December 18	PORT	E: 34 V
Core Day 1 Programming	PORT	E: 33 V
Sea Day Caribbean Template	SEA	E: 23 V
NEW CREATE TEMPLATE	PORT	E: 34 V
test 1	PORT	E: 7 VD
Copy of test	PORT	E: 3 VD
test	PORT	E: 3 VD
Boarding Day 1 Template	PORT	E: 18 V
Sea Day Template 2	SEA	E: 2 VD

6

You can select multiple templates at once with this feature. Template data can be copied by:

- Event data (Daily Activities);
- Venue data (Hours of Operations);
- and/or Print Program data (Print Program Layout).

Itinerary				Templates			
SAILING	DATE	DAY	LOCAT				
	2/4/2024	6	At Sea				
	2/5/2024	7	Nassau				
	2/6/2024	8	Miami				
5 Night East Caribbean 81	2/6/2024	1	Miami				
	2/7/2024	2	At Sea				
	2/8/2024	3	San Jua				
	2/9/2024	4	At Sea				
	2/10/2024	5	Nassau				
	2/11/2024	6	Miami				
	2/11/2024	1	Miami				
7 Night West	2/12/2024	2	At Sea				

Search by template name...				Show Filters			
	NAME	TYPE	STATS				
<input type="checkbox"/>	Day 1 7 Night W.Caribbean	PORT	E: 0 V				
<input type="checkbox"/>	New Dec. - Test	PORT	E: 34 V				
<input type="checkbox"/>	NEW December 18	PORT	E: 34 V				
<input type="checkbox"/>	Core Day 1 Programming	PORT	E: 33 V				
<input checked="" type="checkbox"/>	Sea Day Caribbean Template	SEA	E: 23 V				
<input type="checkbox"/>	NEW CREATE TEMPLATE	PORT	E: 34 V				
<input type="checkbox"/>	test 1	PORT	E: 7 V				
<input type="checkbox"/>	Copy of test	PORT	E: 3 V				
<input type="checkbox"/>	test	PORT	E: 3 V				
<input type="checkbox"/>	Boarding Day 1 Template	PORT	E: 18 V				

7 After selecting the templates, click "Next: Map Fragments to Day(s)"

NEW CREATE TEMPLATE	PORT	E: 34	VD: 28	
test 1	PORT	E: 7	VD: 0	WEATHER PERMITTING
Copy of test	PORT	E: 3	VD: 0	WEATHER PERMITTING
test	PORT	E: 3	VD: 0	WEATHER PERMITTING
Boarding Day 1 Template	PORT	E: 18	VD: 15	
Sea Day Template 2	SEA	E: 2	VD: 1	WEATHER PERMITTING
5 Night East Caribbean Day 5	SEA	E: 29	VD: 16	
5 Night East Caribbean Day	PORT	E: 33	VD: 28	
5 Night East Caribbean 81				

Go Back Next: Map Fragments To Day(s)

8 In order to make the process faster, you can use the Quick Actions options to populate the templates in the right order.

DATE	DAY	LOCATION
2/4/2024	6	At Sea
2/5/2024	7	Nassau
2/6/2024	8	Miami
2/6/2024	1	Miami
2/7/2024	2	At Sea
2/8/2024	3	San Juan
2/9/2024	4	At Sea

Bulk Link Template Fragments

2. Map Fragments To Day(s)

Quick Actions

Events Venue Data Print Program

Miami - 5 Night East Caribbean 81 (Day 1, 2/6/2024)

	FRAGMENT	TEMPLATE
<input type="checkbox"/>	Events	Sea Day Caribbean
<input type="checkbox"/>	Venue Data	Sea Day Caribbean
<input type="checkbox"/>	Print Program	Sea Day Caribbean

9

If you click "Check all" for Events data, the first template you selected in the previous page will automatically be applied for the sailing.

Bulk Link Template Fragments

2. Map Fragments To Day(s)

Quick Actions

☒ Events
 ☐ Venue Data
 ☐ Print Program

Check all

Uncheck all

Set all to first

Set all to last

Increment all by one

Decrement all by one

☐ Print Program

DATE	DAY	LOCATION	FRAGMENT	TEMPLATE
2/4/2024	6	At Sea		
2/5/2024	7	Nassau		
2/6/2024	8	Miami		
2/6/2024	1	Miami		Sea Day Caribbean
2/7/2024	2	At Sea		Sea Day Caribbean
2/8/2024	3	San Juan		Sea Day Caribbean
2/9/2024	4	At Sea		Sea Day Caribbean

10

If you click "Alternate all" for Venue data, the templates you selected in the previous page will be organized by the order they were clicked.

This is the most common option used by our GO users.

Bulk Link Template Fragments

2. Map Fragments To Day(s)

Quick Actions

☐ Events
 ☒ Venue Data
 ☐ Print Program

Check all

Uncheck all

Set all to first

Set all to last

Increment all by one

Decrement all by one

Alternate all

☐ Print Program

DAY	LOCATION	FRAGMENT	TEMPLATE
6	At Sea		
7	Nassau		
8	Miami		
1	Miami		Sea Day Caribbean Template
2	At Sea		Sea Day Caribbean Template
3	San Juan		Sea Day Caribbean Template
4	At Sea		
5	Nassau		
6	Miami		
1	Miami		

11

If you click "Set all to last" for Print Program data, the last template that you selected on the previous page will automatically be applied for the sailing.

Bulk Link Template Fragments

2. Map Fragments To Day(s)

Quick Actions

⚡ Events ⚡ Venue Data ⚡ Print Program

Miami - 5 Night East Caribbean 81 (Day 2, 2/7/2024)

<input type="checkbox"/>	FRAGMENT	
<input checked="" type="checkbox"/>	Events	Caribbean Template ▾
<input checked="" type="checkbox"/>	Venue Data	Caribbean Template ▾
<input type="checkbox"/>	Print Program	Sea Day Caribbean Template ▾

At Sea - 5 Night East Caribbean 81 (Day 2, 2/7/2024)



Tip! You are able to go through the sailing and change the templates using the dropdown feature. Remember, if the template "Fragment" is not "checked", the template will not be updated.

12

When you have finalized selecting all the template and ensuring the information is correct, click on "Finish: Bulk Link Template Fragments".

Miami
Miami
At Sea
San Jua
At Sea
Nassau
Miami
Miami
At Sea
Ocho Ri
George
Cozumel
At Sea
Nassau

Nassau - 5 Night East Caribbean 81 (Day 5, 2/10/2024)

<input checked="" type="checkbox"/>	FRAGMENT	TEMPLATE	UNLINKS
<input checked="" type="checkbox"/>	Events	Sea Day Caribbean Template	Not linked
<input checked="" type="checkbox"/>	Venue Data	Sea Day Caribbean Template	Not linked
<input checked="" type="checkbox"/>	Print Program	Core Day 1 Programming	Not linked

Miami - 5 Night East Caribbean 81 (Day 6, 2/11/2024)

<input checked="" type="checkbox"/>	FRAGMENT	TEMPLATE	UNLINKS
<input checked="" type="checkbox"/>	Events	Sea Day Caribbean Template	Not linked
<input checked="" type="checkbox"/>	Venue Data	Core Day 1 Programming	Not linked
<input checked="" type="checkbox"/>	Print Program	Core Day 1 Programming	Not linked

Templates Selected: 2

Go Back **Finish: Bulk Link Template Fragments***

*This operation may take a long time (up to a minute)

13

All templates will be applied to the sailing as shown below

ARRIVAL	DEPARTURE	TEMPLATES	ACTIONS
--	--	Events Venue Print	
09:00am	08:00pm	Events Venue Print	
07:00am	--	Events Venue Print	
--	05:00pm	Events Venue Print	
--	--	Events Venue Print	
11:00am	07:00pm	Events Venue Print	
--	--	Events Venue Print	
10:00am	04:00pm	Events Venue Print	
07:00am	--	Events Venue Print	
--	07:00pm	Events Venue Print	